



Complaint Form

Endorsed: Feb 2014

Version: 3.0

If you wish to lodge a complaint with *Essential Skills Training & Recruitment*, please complete this form and return it to our office. You will be contacted within 7 days of receipt of this form.

Complaints Policy: *Any client dissatisfied with any activity relating to the provision of training and assessment services has the opportunity to submit a complaint.*

Name: _____

Date: _____

Status: Student Employer

Contact No: _____

Please provide details of the issue; _____

Signature: _____

Date: _____

Please return this completed form to;
Essential Skills Training & Recruitment
 PO Box 984, Hamilton NSW 2303
 Email: info@essentialskills.com.au

OFFICE USE ONLY	
Date received:	Received by:
<i>All complaint forms are to forwarded to the CEO for attention</i>	
Complaint form to be attached to complaint report with details of outcome	